U.S. Department of Transportation

Office of the Secretary of Transportation

ORDER

DOT 4300.3

11-9-83

Subject: REAL PROPERTY MANAGEMENT INFORMATION SYSTEM

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1. PURPOSE. This Order establishes the Department of Transportation (DOT) Real Property Management Information System (RPMIS) and sets forth policy for Implementation and use of this system. The system will facilitate the maintenance of real property records, reduce the time and effort needed to prepare real property reports, and provide easy access to information needed to manage real property resources.

2. REFERENCES.

a. Federal Property Management Regulations (FPMR), Subpart 101. This Subpart specifies procedures for reporting DOT real property inventories to the General Services Administration (GSA).

b. DOT 2300.1C, Reimbursable Agreements, 5-3-79, establisher policies and procedures covering goods and services provided by the Office of the Secretary (OST) and operating administrations to other Departmental elements, Federal agencies, and non-Federal activities.

3. BACKGROUND.

a. Since 1966 GSA has required reporting of Departmental real property inventories of DOT owned real property and DOT leased real property. The collection and repotting of this real property information has never been standardized. For instance, certain operating administrations report their inventories to GSA via OST using manually prepared GSA forms, others report directly to GSA using Automatic Data Processing (ADP) magnetic tapes, Which is an optional reporting method. Those operating administrations using ADP systems to report real property are hampered by extensive manual forms processing, correction of extensive computer generated error -listings, delays and failure to archive information. Reports submitted by this method have frequently missed deadlines by as much as six months. The vast amount of Information on GSA furnished real property has also not been automated so that it is easily retrievable for analysis and reporting. In addition, reports and other real property data are not centrally combined to furnish required information for top level management decision making concerning real property resources.

b. The RPMIS is based upon state-of-the-art Data Base Management technology. The system will centralize the location of real property information and control and maintain its status through simple updates allowing timely and accurate status reporting. It is designed to provide on-line update of real property records, real time retrieval of appropriate information at all levels

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All Operating Administrations

OPI: Office of Installations and Logistics

of management and rapid report generation to satisfy projected increases in GSA reporting frequency. Multiple forms, key punching and annual batch processing of the previous years' transactions will be eliminated. Real property information will be entered into a central Departmental Data Base via remote terminal from Federal Aviation Administration regions, Coast Guard districts and from the headquarters of the smaller operating administrations. This Data Base will be maintained using the Integrated Data Base Management *System* software at the Transportation Computer Center. *A* standard format for Data Entry will be used. Initially, the Data Base will be loaded with information previously reported *to GSA.* It will be the responsibility of each administration to correct errors in the Initial Data Base and then maintain the real property records in a current state through on-line update. The system will be programmed to automatically generate required reports for GSA on the date they are required. Records of each report to GSA will be stored off-line for a period of 10 years.

4. POLICY.

OST and the operating administrations shall use the Real Property Management Information System to:

a. Maintain Real Property Inventories.

b. Report DOT real property inventories as required by FPMR, Subpart 101 and to satisfy unique repotting requirements.

c. Manage all Real Property Resources.

5. DEFINITIONS.

a. DOT Owned Real Property. All real property owned by the Department.

b. DOT Leased Real Property. *All* real property leased by the Department.

c. GSA Furnished Real Property. All real property provided to DOT by GSA for which DOT reimburses GSA based upon a Standard Level User Charge (SLUC).

d. Standard Level User Charge. That rate charged by GSA for assigned space in Government-owned or leased property for which GSA has assignment responsibility. The User Charge approximates commercial charges for comparable space and services.

6. RESPONSIBILITIES.

The Assistant Secretary for Administration shall be responsible for the overall management of the RPMIS and will:

a. Establish a Data Dictionary, required Data Elements, and Edit parameters for the system. This data dictionary shall be internally documented in RPMIS.

b. Establish required reports for Departmentwide use. Users of RPMIS may establish any reasonable number of computer generated reports for individual internal use.

c. Provide a basic users manual and a system maintenance manual.

d. Provide a Data Base Administrator to manage the RPMIS Data Base and maintain the system.

e. Serve as Departmental contact for all actions involving RPMIS.

f. Establish separate reimbursable agreements or other financial arrangements with each user of the RPMIS to cover its computer services expenses and to provide computer and programming services for the system. Computer services expenses will be based on actual computer time used.

g. Perform analyses of the total Data Base and provide policy guidance based upon such analyses.

h. Provide initial overview and hands-on training in Washington, D.C. for system users.

The OST Office of Inspector General, the OST Office of Administrative Operations, and the operating administrations shall take the necessary steps to implement the provisions of this Order. It is anticipated that the system will be installed at the Department in January 1984. The steps for implementation will include:

a. Appointing a Systems Manager, where appropriate, to manage its segment of the system.

b. Training field personnel in the use of RPMIS.

c. Providing computer terminals and printers for operating and maintaining its segment of RPMIS. A list of computer terminals compatible with the Integrated Data Base Management System is attached.

d. Entering into a reimbursable agreement or other financial arrangement with the Office of Installations and Logistics for computer services.

e. Accomplishing Real Property recordkeeping and reporting using RPMIS.

The Transportation Computer Center shall:

a. Provide the necessary computer services to support RPMIS.

b. Assist in the system design and system maintenance on a continuing basis.

c. Provide a computer security system to prevent unauthorized access to the RPMS Data Base and to prevent inter-administration access to records except when authorized by the Data Base Administrator.

d. Provide assistance to users in selecting equipment for using the system.

e. Provide prompt and accurate billing for computer services provided to the users of RPMS.

FOR THE SECRETARY OF TRANSPORTATION:

Robert L. Fairman
Assistant Secretary
for Administration

TERMINALS ACCEPTABLE TO PROTOCOL CONVERTER TCC INTEGRATED DATA BASE MANAGEMENT SYSTEM

ADM 31, 42, 3A
BEEHIVE DM5A
Data General Dasher 8000
Data Graphix 132-B
DEC VT100 (looking like a VT52)
Hazeltine 1520
Hazeltine 2000 (with the TSO feature)
Hewlett Packard 2641, 2645, 2621

ADDS Regent 25, Viewpoint
ADS10
Concert 100
Datamedia Elite 1520, 3045
Hazeltine 1410, 1420, 1500, 1510
Honeywell Vip 7800
IBM 3101
NCR 7900
Perkin-Elmer 1100
Prime PT4S
TEC Series 70
Teletype 40/2
Teleram Model 12, 1000 series
Televideo 912, 920
Visual 200
Visual 400, Direct VP800
Zentec Zephyr

It may be possible to have other terminals modified to make them compatible with the system, You may contact TCC for information (Mike Craig 202-382-0529).